

14 MAY 1967

Dr. Robert H. Bahmer
Archivist of the United States
General Services Administration
National Archives and Records Service
Washington, D.C. 20408

Dear Dr. Bahmer:

Thank you for the opportunity to review the March 6, 1967 draft of the revised U.S. Government Correspondence Manual.

We find the draft to be quite readable, and your proposal to eliminate specialized material and to give the typist only what she needs in a simple and concise style seems to be an excellent approach. We also agree with omitting those items that would automatically be supplemented by individual agencies in order to provide for varied types of communications requiring special controls and procedures.

The opportunity you have offered us to make substantive comment is appreciated, but the specialized nature of much of our correspondence leads us to the conclusion that we cannot really offer constructive suggestions which might be generally applicable to other Government agencies.

Sincerely,

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

DDS/SSS/RHW:jms (25 Apr 67)
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